Attorney Docket No.: G08.004 Express Mail Label No.: ET029934429US

WHAT IS CLAIMED IS:

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- 2 receiving document information associated with a document to be
- 3 stored;
- 4 generating a pending record containing said document information;
- 5 verifying said document information; and
- 6 generating an active record if said verifying is successful.
- 1 2. The data storage method of claim 1, further comprising:
- 2 receiving information identifying a classification of said document; and
- 3 selecting a template based on said classification.
- 1 3. The data storage method of claim 2, wherein said received document
- 2 information is defined by said template.
- 1 4. The data storage method of claim 2, wherein said template is selected
- 2 from among a library of available templates.
- 1 5. The data storage method of claim 2, wherein said classification is a
- 2 document collection classification.
- 1 6. The data storage method of claim 1, further comprising:
- 2 determining if said document has previously been stored.
- 1 7. The data storage method of claim 2, wherein said template defines a
- 2 plurality of data elements required to identify a document according to said
- 3 classification.
- 1 8. The data storage method of claim 7, further comprising:
- 2 receiving document data corresponding to each of said plurality of data
- 3 elements prior to generating said pending record.

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1 9. The data storage method of claim 1, further comprising:

- 2 associating said pending record with an image of said document.
- 1 10. The data storage method of claim 9, wherein said associating includes
- 2 referencing a document record identifier in both said pending record and said
- 3 image.
- 1 11. The data storage method of claim 1, further comprising:
- 2 associating said active record with an image of said document.
- 1 12. The data storage method of claim 1, wherein said document
- 2 information includes at least one of: a collection name; a file name; category
- 3 information; location information; owner information; creator information; cross
- 4 reference information; status information; history information; geographical
- 5 information; and archive information.
- 1 13. The data storage method of claim 1, further comprising:
- 2 storing said pending record in a document management database; and
- 3 storing an indicator with said pending record indicating that it has not
- 4 yet been approved.
- 1 14. The data storage method of claim 13, further comprising:
- 2 modifying said indicator upon approval of said pending record, thereby
- 3 converting said pending record into said active record.
- 1 15. The data storage method of claim 13, wherein access to said pending
- 2 records in said document management database is limited to authorized
- 3 reviewers operating client devices.
- 1 16. The data storage method of claim 1, wherein said receiving document
- 2 information further comprises:

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- 3 receiving document information from an external system used to
- 4 generate said document.
- 1 17. A method for storing a document, comprising:
- 2 conducting a search for existing records of a library system referencing
- 3 said document;
- 4 submitting a request to add said document to said library system if said
- 5 search indicates that said document is not referenced in said library system,
- 6 said request identifying at least a type of said document;
- 7 entering document data in a data entry template, said data entry
- 8 template selected based at least in part on said type of said document.
- 1 18. The method of claim 17, further comprising:
- 2 forwarding said document data to a document management database,
- 3 said document management database storing said document data in a
- 4 document record.
- 1 19. The method of claim 18, further comprising:
- 2 associating a document image with said document record.
- 1 20. The method of claim 19, wherein said document image is associated
- 2 with said document record based on a record identifier of said document
- 3 record.
- 1 21. A document retrieval method, comprising:
- 2 receiving information associated with a desired document;
- 3 identifying a record of a document management database containing
- 4 said information;
- 5 identifying a physical location of said document;
- 6 displaying information from said record; and
- 7 identifying a location of an image of said document.